

M e m o r a n d u m

Date: January 8, 2010

To: Office of Organizational Development
Attention: G. Linson

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Office of Organizational Development was conducted on August 19, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property was completed by the Property Inspector (PI) on December 2, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across two property areas: general inventory control and telecommunications (see Attachments B and C). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 30 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 22 items when rounded up to the next whole number (d).

Safety, Service, and Security

January 8, 2010

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	28	93.33%	19.60	20
Telecommunications	2	6.67%	1.40	2
Fleet	0	0.00%	0.00	0
Weapons	0	0.00%	0.00	0
Total	30			22

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 22 of the 22 items were located. There were no discrepancies identified at the command.

When comparing equipment assigned to the command to the OPI inventory lists, 3 of the 4 items reconciled. One item was not listed on the appropriate OPI inventory list [REDACTED] and was not available for inspection. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the one minor discrepancy noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through the Assistant Commissioner, Leadership Development and Communications by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Office of Organizational Development

Page 3

January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Leadership Development and Communications
Office of the Academy
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
OFFICE OF ORGANIZATIONAL DEVELOPMENT - 014
December 2, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Smith & Wesson 4006 T&W						X	Employee [REDACTED] assigned this item is assigned to the Office of Organizational Development (014). Database lists item at the Office of the Academy (091).

ATTACHMENT B

ATTACHMENT B

[illegible]

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
OFFICE OF ORGANIZATIONAL DEVELOPMENT - 014**

ATTACHMENT B

ASSET #			DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	147949		SCANNER	CN626T7237	X					
2	165157		COMPUTER	MXL8340KSH	X					
3	165158		COMPUTER	MXL8340KK7	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
OFFICE OF ORGANIZATIONAL DEVELOPMENT - 014

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R100085	Cellular Telephone			07605146153	X					
2	R63287	Hand-Held Radio	18141	MM 08-100	402AWW0207	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION